

NEW HIRE REPORTING METHODS AND INSTRUCTIONS

INTERNET REPORTING

NOTE: Internet reporting is our preferred method of reporting. Use the following web site address:

www.dshs.wa.gov/newhire/

TELEPHONE REPORTING

Call 1-800-562-0479 and select menu option #3 to speak with one of our staff to report new or rehired employees by telephone. Operators are available Monday through Friday from 7 a.m. until 4:00 p.m. Automatic voice recording is available all other hours, seven days a week.

FAX REPORTING

Fax reports to 1-800-782-0624. If you use another company's fax machine to send your report, please write your company's name and telephone number on the cover sheet and report.

REPORT FORMS

You may use the form printed below, W-4 forms, and other lists to report new or rehired employees. Page 2 shows other ways to report new or rehired employees. **Do not use I-9 forms to report new or rehired employees.**

If you use the report form printed below, please make copies for future reporting or call (800) 562-0479 to request a packet containing an expanded version of the form.

EMPLOYER NAME AND ADDRESS		EMPLOYER FEDERAL ID NUMBER (FEIN)	
NEW OR REHIRED EMPLOYEES			
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	
EMPLOYEE NAME			
EMPLOYEE ADDRESS			
EMPLOYEE CITY		EMPLOYEE STATE	EMPLOYEE ZIP CODE
EMPLOYEE SOCIAL SECURITY NUMBER		EMPLOYEE BIRTH DATE	

MAGNETIC MEDIA REPORTING

Please use unlabeled cartridges or diskettes. If requested, we return cartridges and diskettes. For record layout information, please call the number listed below and ask for the magnetic reporting help desk.

Address cartridge or diskette volume file characteristics as follows:

	3480 CARTRIDGE	DISKETTE
Configuration	36 Track	IBM Compatible
Character Code	EBCDIC	
Recording Density	N/A	
Volume Labels	None	
File Labels	None	
Blocking Factor	36 Records Per Block	
Block Size	8,676 Characters	
Record Length	241	241

COMPUTER PRINTOUT & LISTING REPORTING

You can use computer printouts or lists to report new or rehired employees. However, we prefer Internet reporting whenever possible. Each printout or list must contain the information listed on page 1 of this form. The font size should be 10 to 12 points to ensure readability.

Mail Diskettes or Paper Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
P O BOX 9023
OLYMPIA WA 98507-9023

U.P.S. Cartridge Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
14TH AND JEFFERSON
MS: 45889
OLYMPIA WA 98504-5889

MULTI-STATE EMPLOYER REGISTRATION

Employers doing business in more than one state may select one state to report new or rehired employees. To register as a multi-state employer, call the National Registry at (410) 277-9470 or fax your request to (410) 277-9325 (9:00 a.m. - 4:00 p.m. Eastern time) or write to:

OFFICE OF CHILD SUPPORT ENFORCEMENT
MULTI-STATE EMPLOYER NOTIFICATION
PO BOX 509
RANDALLS TOWN MD 21133-0509

QUESTIONS

E-mail your questions to dcshire@dshs.wa.gov or call (800) 562-0479 (select option #2).

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This for is available in alternative formats upon request.